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# **SENDCO and Class Teacher**

**Candidate Information Pack**

**Holy Trinity Church of England Primary School**

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About Liverpool Diocesan Schools Trust

We believe

Jesus said, ‘Let the children come to me.’ (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

What is our Purpose?

**Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.**

We do this through:

* Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
* Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
* A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
* Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

* We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
* We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
* We celebrate **diversity**, **address inequality**, **overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
* Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning.**
* Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
* We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
* We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
* Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence.**

Our Core Values

**We value Difference**

We are respectful of the:

* **Uniqueness** of each individual school
* **Differences** within each school and community

**We value Local**

* Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

**We value Collaboration**

* We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

**We value Inclusion**

* We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
* We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

**We are a fully inclusive organisation and encourage applications from individuals from minority communities.**

About Holy Trinity 

Our Vision Statement

**At Holy Trinity Church of England Primary School, every child is recognised as a unique individual. We celebrate and welcome differences within our diverse school community, encouraging all to grow and flourish as precious children of God. Learning is centred around experiencing the joy of discovery. The ability to learn is underpinned by the teaching of skills, knowledge, concepts, and values, with a vision to prepare our children to be life-long learners, rooted in our school**.

*To be the best we can be: For God, for others and for ourselves.*

Holy Trinity CE Primary School is a one form entry, popular school in the middle of Southport. As an academy within the Liverpool Diocesan Schools’ Trust, we are ambitious for the very best knowledge-based education for our children. We have recently been graded ‘A Good School’ by both OFSTED and SIAMS. We are fortunate to have a vibrant, happy, and diverse school community with children here whose families come from all over the world. As such, we are passionate about being active global citizens.

We have a strong vision for a world class curriculum, based on the latest research that meets the needs of all of our children. We have many exciting initiatives underway to engage our children in reading across and beyond our curriculum. As a Maths mastery school, we have been involved in developing our Maths curriculum that has transformed the teaching of Maths in the last three years. As a result, our children make excellent progress.

As a school that believes in enabling all pupils and adults to flourish in the widest possible sense, we are part of the Children’s University, promoting active engagement in a wide range of school clubs and community activities.

All members of staff at Holy Trinity are highly motivated to ensure our children are happy and fulfil their potential, academically and socially. Our pupils are well behaved, articulate, extremely positive and enjoy learning. If you have excellent interpersonal and communication skills and would like the opportunity to thrive in our welcoming school, where CPD is highly valued for all members of our school community, we look forward to receiving your application.

Job Description

Title: **SENDCO and Class Teacher**

Salary: **M1 – UPS3 with TLR2 (£3391)**

Hours: **Full Time**

Accountable to: **Headteacher**

Location: **Holy Trinity CofE Primary School, Manchester Road, Southport, Merseyside. PR9 9AZ**

Key Responsibilities

* Demonstrate a commitment to the school’s Christian values and act as a role model to others
* Become an active member of the Senior Leadership Team
* Contribute to the continuous development of the whole school vision
* Be the strategic lead for inclusion in the school
* Role model excellent teaching and learning to deliver outstanding outcomes for pupils
* Monitor standards of attainment and progress for SEND pupils across the school and advise on its use for pupil and whole school target setting in order to close attainment gaps for SEND pupils
* Undertake appropriate analysis of data and report to the senior leadership team and governors as required
* Coordinate the production and review of school Inclusion and SEND policies
* Support the teaching and learning of individual and groups of children
* Promote the safeguarding and wellbeing of children
* Attend meetings as required, including participating in training
* Contribute to the overall ethos of the school
* Effectively contribute to the School Self Evaluation and School Improvement Plan
* Demonstrate a commitment to the involvement in the wider life of the school e.g. PTA events and productions
* Engage with key stakeholders, building strong relationships
* Represent the school as required at Trust meetings
* Ad hoc duties as required
* Monitor the impact of higher-level needs funding for SEND pupils

Leadership and Management

The SENDCO will:

* Support and monitor the implementation of the school’s key priorities for children with SEND and additional needs in order to close the attainment gaps and report findings to SLT, LDST and the school’s Governing Body
* Manage and evaluate the outcomes of interventions and support for children on the SEND register
* Offer practical support and advice to all staff, enabling them to deliver high quality teaching and provision to children with additional needs
* Coordinate the school’s responsibilities in evidencing the graduated approach during the statutory assessment process, with a view to ensuring that children with a high level of need obtain an educational health care plan
* Lead the day-to-day operation and the implementation of the school’s inclusion policies
* Lead Inclusion meetings ensuring internal and external referrals are made and actions impact on children and families positively
* Contribute to the continuous development of the school vision
* Champion the school vision and model our school Christian values
* Develop and maintain a culture of high expectations for self and others
* Motivate others and lead by example to create a positive climate of collaboration, research and sharing of best practice
* Role model excellent practice in accordance with school policies, including; behaviour, discipline and bullying
* Uphold the school’s behaviour code and uniform regulations
* Have knowledge and understanding of the SEND Code of Practice
* Willing to do NPQSL training
* Monitor the provision of pupils with additional needs and SEND and provide support and advice towards staff

Teaching and Learning

The SENDCO will:

* Undertake teaching duties in accordance with the school’s schemes of work and our Discovery Curriculum
* Deliver outstanding pupil outcome
* Liaise with colleagues to deliver units of work in a collaborative way
* Engage effectively with teaching assistants and the wider school team
* Demonstrate excellent practice
* Use assessment data effectively to ensure pupils make accelerated progress
* Mark and return work within agreed time span, providing feedback and targets

Other Duties and Responsibilities

The SENDCO will:

* Role model professionalism in all aspects of school life, including; dress, punctuality, environment and attendance
* Champion the aims and ethos of the school
* Keep updated and informed about local and national developments relating to education and be able to disseminate information to colleagues
* Attend, coordinate and participate in out of school events
* Participate in staff training
* Attend and contribute to team and staff meetings
* Develop links with governors, LA and neighbouring schools
* Other adhoc duties as required

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Person Specification

We strive to achieve excellence and to not only maintain our school, but to improve and enrich our school. To achieve this, you will need to:

* Champion and role model a culture of high aspirations and high expectations
* Work flexibly to meet the changing demands and priorities
* Ensure that all staff are respectful towards pupils, with an unshakeable belief in their entitlement to a high quality education
* Engage with and promote the aims and objectives of both the school and LDST

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|  | **Essential** | **Desirable** |
| **Qualifications** | * QTS * Further professional development | * SEND Qualification * Willingness to undertake NPQH training * Further professional development linked to management and school improvement |
| **Experience** | * At least 3 years teaching National Curriculum Primary/Early Years Foundation Stage * Management within a school e.g. key stage coordinator or subject lead * Understanding of the SEND Code of Practice and its implementation * A good knowledge of the range and type interventions available to effectively support children with SEND * Experience of liaison with other educational establishments, schools, advisers and consultants * Delivering excellent pupil outcomes | * Teaching across all key stages * Management of CPD |
| **Teaching and Learning** | * Demonstrably delivers excellent teaching and learning * Effective and systematic behaviour management with clear boundaries, sanctions, rewards and praise * Excellent and current knowledge of the curriculum requirements, and can implement, monitor and support these effectively * Commitment to safeguarding and positive commitment to equality and diversity and Inclusion * ICT knowledge and skills relating to class teaching, able to demonstrate the effective use of ICT to enhance teaching and learning | * Proven track record of successfully monitoring, evaluating and improving the quality of teaching and learning |
| **Knowledge and Skills** | * Building, communicating and implementing a values-centred shared vision * High expectations of self and others * Principles of effective teaching, assessment and raising standards * The use of technology to support teaching * The ability to make appropriate use of the analysis of data * Knowledge of current developments and national priorities * The ability to liaise with families and maintain good relationships | * Strategic planning process * Models of adult learning and professional development * Line managing other staff * Creating a learning culture * Knowledge and understanding of school improvement at whole school level * Knowledge and experience of school self-evaluation and school improvement planning |
| **Safeguarding** | * Displays commitment to the protection and safeguarding of children and young people * Will co-operate and work with relevant agencies to protect children * Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of children and young people | * Engagement with external stakeholders in the context of safeguarding children |
| **Personal Qualities** | * Commitment to Christian values and their personal faith, whatever this may be. * Convey personal enthusiasm and commitment * Good interpersonal skills * Friendly yet respectful approach, fostering mutual respect * Positive and proactive attitude * Learns from experience and challenges * Strategies for promoting inclusion, intervention, diversity and access * Embraces change * Communicate effectively to a range of audiences * Prioritise, plan and organise themselves and others |  |

How to Apply

Application Process

The application process for this role is a 4 stage process:

* Application form
* Observation at current school
* Presentation
* Interviews

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be contacted to arrange a teaching observation at their current school. It will then be determined which candidates progress to the next stage.

To ask any questions, or to submit your completed application form, please email [Belinda.Wood@LDST.org.uk](mailto:Belinda.Wood@LDST.org.uk) or call 01704 538366.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date:** Friday 2nd May 2025

**Shortlisting Date:** Tuesday 6th May 2025

**Interview Date:** Tuesday 13th May 2025

**Start Date of Post:** 1st September 2025

**School visit dates:** Friday 25th April at 9:30am and Monday 28th April at 4pm.

**Please contact the school office on 01704 538366 or email** [**Belinda.wood@ldst.org.uk**](mailto:Belinda.wood@ldst.org.uk) **to arrange a visit.**

**Our Trust Prayer**

Heavenly Father,

Let peace, friendship and love grow in our schools.

Send the Holy Spirit to give

excellence to our learning

love to our actions and

joy to our worship.

Guide us to help others,

so that we may all

Learn, Love and Achieve, Together with Jesus.

Amen